

DEPARTMENT OF THE ARMY
Individual Readiness Training Element
3747th Multifunctional Training Brigade-Europe
Unit 28130
APO AE 09114

INDIVIDUAL READINESS TRAINING

STUDENT GUIDE

AND

STANDING OPERATING PROCEDURES

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PREFACE

STUDENT GUIDE AND STANDARD OPERATING PROCEDURES IRT ELEMENT, 3747th MULTIFUNCTIONAL TRAINING BRIGADE-EUROPE INDIVIDUAL READINESS TRAINING COURSE

1. PURPOSE:

a. To establish an information guide for all students who attend the 3747th Multifunctional Training Brigade-Europe's theater specific Individual Readiness Training course.

2. APPLICABILITY:

a. The Student Guide and SOP applies to all students who attend the 3747th Multifunctional Training Brigade-Europe's theater specific Individual Readiness Training course.

b. All students must comply with this Student Guide and SOP.

c. The IRT Element staff and cadre are available to provide additional guidance, assistance, and to answer any student questions.

CHAPTER 1

GENERAL POLICIES

1-1 PURPOSE: The IRT Element supports and enforces Army Regulations that govern the conduct and appearance of students, the rights of students, and the conduct of programs of instruction. This section outlines the general policies and explains the required standards of behavior, conduct, and performance of all students.

1-2 GENERAL: The programs at the IRT Element teach each student using the "Total Student" concept. The goal of this IRT Element is to train and educate leaders. Students will carry their ID card at all times.

1-3 IN-PROCESSING: IRT students should see the welcome letter for instructions on reporting for in-processing.

a. All students must present the following documentation during inprocessing:

(1) Copy of IRT Pre-Execution Checklist with Commander's signature – Can be found at <http://www.7arcom.army.mil/3747tb/irt.html>.

(2) ID Card and Identification Tags

(3) Students with a medical profile must provide a copy of their valid/approved (IAW AR 40-501) Permanent Medical Profile, DA Form 3349.

(4) Copy of Anti-Terrorism Level 1 Certificate – Course can be found at <http://at-awareness.org>.

(5) Completed Student Information Sheet from the 3747th MFTB-E website, <http://www.7arcom.army.mil/3747tb/irt.html>.

1-4 REPORT DATE/TIME: See welcome letter for report times, locations and dates.

1-5 PROFILES: Students with profiles must present a completed DA Form 3349 during in-processing. Students with a permanent profile will be eligible to attend the course provided they can meet the minimum course requirements. **STUDENTS WITH PROFILES THAT WOULD PREVENT FULL PARTICIPATION IN THE COURSE, WILL RETURN TO THEIR UNIT. (PER AR 40-501).**

SEXUAL HARASSMENT: Violations of Army Regulation 600-20 or DA Pam 600-26, sexual

harassment will not be tolerated. Any student who makes deliberate or repeated verbal comments, gestures, or physical contact of a sexual nature, which interferes with an individual's performance or creates an intimidating, hostile, or offensive environment is engaging in sexual harassment.

1-7 EQUAL OPPORTUNITY: AR 600-20; Equal opportunity and treatment for all students regardless of race, color, religion, gender, or national origin is mandatory.

1-8 APPEARANCE: AR 670-1; cadre and students will conform with AR 670-1 standards at all times. Leaders "Set the Example".

1-9 FRATERNIZATION: AR 350-1, AR 600-20, DA Pam 600-35; The IRT Element will not tolerate fraternization. Fraternization is any relationship between students of different rank that involves, or gives the appearance of, partiality, or preferential treatment. The improper use of rank for personal gains, are prejudicial to good order, discipline, or morale in the U.S. Army. Conduct of the highest standard is the rule for all staff, SGLs, and students.

1-10 COMPLAINTS AND GRIEVANCES: The Small Group Leader will handle most complaints and will make an appointment for the student if necessary, through the Chain of Command. The CSM/Commander will be available to address any issues after 1700 hours.

1-11 ASSISTANCE: The IRT Element provides students with the best possible training. Small Group Leaders (SGLs) and staff will assist students with academic and personal problems.

1-12 RELIGIOUS SERVICES: A non-denominational religious service will be held on Sundays after the evening meal.

1-13 VALUABLES: The safekeeping of valuables is a personal responsibility; do not bring high value items to the IRT Element.

1-14 WEAPONS: The IRT Element prohibits possession of personal firearms, knives with blades exceeding 3 inches, or any other weapons. All unit-issue weapons will be turned in to the Armorer at in-processing, and signed out as directed throughout the course. Any student in possession of private firearms or other weapons are subject to immediate dismissal from the IRT Element and adverse administrative or UCMJ action.

1-15 DRUGS AND ALCOHOL: AR 600-85; Alcohol or illegal drugs will not be used or possessed by any student at any time. All students are subject to biochemical drug testing. The consumption of alcohol by an IRT student is not authorized.

1-16 SMOKING POLICY: AR 600-43; In designated areas only.

1-17 TELEPHONES: Pay phones located in the vicinity of Bldg. 2061, and are for personal phone calls. In case of an emergency or a death in the family, it is recommended that your relatives notify their local Red Cross and have the Red Cross contact the IRT Element (See Appendix B -Emergency Information for Families).

1-18 QUARTERS AND DINING FACILITIES:

a. The IRT Element provides quarters at no cost to all students. These are the only authorized quarters during the course. Students are not authorized hotel or private quarters at any time.

b. The IRT dining facility, Bldg. 2144/2145, provides meals at no cost to all students.

1-19 SICK CALL: Sick call is at 0630 hrs daily in building 2120. For emergencies during non-duty hours, follow the instructions posted in the Staff Duty SOP.

1-20 LAUNDRY: Washers and dryers are available 24 hours a day in Bldg. 2443. Students will have to pay for these services.

1-21 BARBER SHOP: Students must ensure that their hairstyles are in compliance with AR 670-1. The barbershop is in Bldg. 2440.

1-22 OFF LIMITS: The following areas are "OFF LIMITS" to all IRT students:

- a. All post housing areas
- b. Permanent Party Student Quarters
- c. Field Camps (except AAFES facilities)
- d. Ranges and training areas (when not in conjunction with scheduled training)
- e. The Commander, CSM, or First Sergeant may designate additional limitations.

1-23 STUDENT ROOMS: AT NO TIME WILL A FEMALE ENTER A MALE ROOM OR A MALE ENTER A FEMALE ROOM. All IRT Element offices are off limits to students, unless directed to report by their SGL.

1-24 VISITORS: All visits will be scheduled during the lunch and dinner meals. Sponsors must call the IRT Element to schedule an appointment and to confirm students are available and not in training. Visits by family members and friends are strongly discouraged during the course. If there is a legitimate need for such a visit, the student must coordinate with the SGL.

1-25 DRESS CODE: The uniform for the duty day is IAW the training schedule. During time given for personal hygiene, all students will be appropriately dressed (PT uniform or Bathrobe, not just in undergarments) when walking to and from showers and latrines.

1-26 WAKE UP AND PERSONAL HYGIENE: It is the individual student's responsibility to wake up. Student leaders will ensure proper time management and that all students have the opportunity for personal hygiene.

1-27 LIGHTS OUT: Lights out is in accordance with the training schedule. Students are highly encouraged to go to bed when lights are turned out. However, small lamps may be left on until 2400 hours for those students who wish to study, polish boots, or write letters. There will be absolutely no watching TV, playing of radios, cards, or other games in student rooms after lights out. This is quiet time for individual use. If abused, it will be withdrawn.

1-28 TRAINING SUPPORT ACTIVITIES: Training support activities will be used in accordance with the training schedule.

1-29 PERSONAL TIME: When scheduled, personal time may be used by students to study, relax, exercise, or visit authorized post facilities. Students must abide by the off-limits directive (1-22) of this SOP.

1-30 FOOD AND BEVERAGES IN THE BARRACKS: The consumption of beverages and food items in the IRT Element area is authorized. Beverages are allowed to be consumed in the classrooms and billets at SGL's discretion.

1-31 SECURITY: Any items not needed during the course must be secured in the student's wall locker. **Student must provide locks.**

1-32 FIRE DRILL: When a fire alarm is sounded (metal to metal or voice), exit the building following the posted evacuation plans. Students will assemble, by classes, in the basketball court next to Bldg. 2120, which overlooks the IRT Element area.

1-33 RADIOS: Radios without headphones are not authorized, but may be used during personal time with earphones/headphones.

1-34 GAMBLING: There will be no gambling in the IRT Element area at any time.

1-35 STANDARDS OF CONDUCT: Students are expected to reflect the Army ethic as stated in FM 100-1, Chapter 4. The Army ethic consists of four professional values: DUTY, INTEGRITY, LOYALTY, and SELFLESS SERVICE. Duty and Integrity are governed by the Uniformed Code of Military Justice. Loyalty and Selfless Service are values that produce pride in the unit and mission

accomplishment. You will be successful in today's Army if you practice the professional Army ethic required of all students. Lead by example, practice professional ethics, and demonstrate high moral standards.

a. Violations of policy, standards, or regulations may result in dismissal from the IRT Element. Reasons for disciplinary release may result from:

- (1) UCMJ Violations
- (2) Violations of Standards of Conduct
- (3) Violations of Instructions in Student Guide/SOP
- (4) Other actions that bring discredit upon the United States Army.

1-36 MILITARY COURTESY: The highest standard of military courtesy will be maintained at all times.

1-37 END OF COURSE CRITIQUES: The IRT Element actively encourages student comments and suggestions which facilitate improvements and meets the needs of the students, and the United States Army.

1-38 OUT-PROCESSING: Each student will clear with the Commander or designated personnel prior to departing IRT. All billets will be cleaned by the students in order to clear. All IRT Element equipment, training aids, and reference materials must be returned prior to departure. Students will be required to sign out.

CHAPTER 2

COURSE PREREQUISITES

2-1 REFERENCES:

- a. IAW IRT Course Management Plan.

2-2 APPLICABILITY: This handbook applies to all students attending IRT courses at the 3747th IRT Element, Grafenwoehr, Germany.

2-3 COURSE PREREQUISITES:

- a. Students must have completed Anti-Terrorism Level 1 training at the website <http://at-awareness.org> prior to attending the course. Students must provide a copy of the Certificate of Course Completion for the AT Level 1 training during in-processing.
- b. Students with military profiles must present a completed DA Form 3349 during in-processing. Students with a permanent profile will be eligible to attend the course provided they can meet the minimum class participation requirements. Students with profiles, which cannot meet the minimum class participation requirements, will return to their unit.
- c. Students must bring a properly completed [Pre-Execution Checklist](#) to in-processing.
- d. Students should bring a completed copy of the Student Information Sheet with them. Having this completed prior to arrival will assist during in-processing.

CHAPTER 3

STUDENT ADMINISTRATION

3-1 STUDENT CONDUCT: The IRT Element enforces the standards of the United States Army as prescribed by appropriate regulations, traditions, and directives. It is the student's responsibility to maintain these standards during the course of instruction and throughout their military career. While on and off duty, students will maintain high standards of appearance and conduct.

3-2 STUDENT ASSIGNMENT: During in-processing, students receive their billet and platoon assignments.

3-3 SMALL GROUP LEADERS: Each group will have two or three Small Group Leaders (SGLs). The SGLs are the first link in the IRT Element chain-of-command. They will assist students in any way possible.

3-4 BARRACKS: Students will reside in IRT Element billets while attending the course. Student leadership will coordinate the cleaning of billets and common areas. Any additional maintenance issues will be coordinated through the Chain of Command.

3-5 UNIFORMS AND EQUIPMENT:

a. **Duty Uniform:** The duty uniform is the BDU/DCU uniform, patrol cap, and black/desert boots. All uniforms will comply with AR 670-1. **Note: Students will wear the BDU/DCU uniform with the patrol cap.**

b. **Physical Fitness Uniform (PFU):** The PFU consists of the Army T-shirt, shorts, sweat jacket, sweatpants and plain white calf length socks (no logo), which are available for purchase at Military Clothing Sales or issue by unit supply sections.

c. **Minimum Individual Clothing Requirements:** Students should see the list of uniform and equipment requirements in APPENDIX A of this Guide and SOP.

NOTE: Do not report without the minimum required items. The training schedule indicates the uniform for each day's training. The IRT Element strictly enforces AR 670-1.

(1) Black leather/desert suede boots must be IAW AR 670-1. Hi-Tech boots are NOT authorized. During winter months, cold weather boots are highly recommended.

(2) Any quantity of hot weather or temperate uniforms as long as coat and trousers match. Materials will not be mixed. (For example, mixture of temperate trousers and hot weather coat.)

3-6 TRAINING SCHEDULE: A copy of the training schedule is posted in each classroom and will be provided to each student.

3-7 FORMATIONS: All formations will be in accordance with FM 22-5. All students are required to be at the first formation of the day for accountability purposes.

3-8 CLASSROOM CONDUCT/STANDARDS:

a. **Classrooms:** Students will maintain high personal standards in the billets and the classroom. Each class will have an area assigned to clean and maintain daily.

(1) Students **WILL NOT WRITE IN, ON, HIGHLIGHT, OR OTHERWISE DAMAGE** the IRT Element's reference materials, furnishings or equipment.

(2) Being alert and attentive during class is also the student's responsibility. Students are subject to counseling for failing to conduct themselves properly during class. Students unable to remain alert will stand behind their chairs. Students must maintain military bearing at all times.

(3) Students will not use language that is offensive to other students. Students will refrain from making jokes or remarks of a vulgar, religious, or discriminatory nature.

b. **Outside the Classroom:** Breaks are scheduled at the end of each period of instruction. Military bearing is mandatory at all times. Keep noise to a minimum when passing from the classroom to the break or formation areas.

3-9 SAFETY RESPONSIBILITIES: Every student is responsible for promoting safety conscious habits and complying with safety policies. Safety is an individual, a leader and a command responsibility. Safety and accident prevention require awareness of dangers and continual alertness to minimize dangers and prevent accidents. Daily risk assessments are conducted for all training.

3-10 SPECIAL INSTRUCTIONS:

- a. Billets will be secured when unoccupied, however wall lockers should be secured.
- b. Cleaning materials will be stored in the appropriate storage area.
- c. All billet lights will be turned off when rooms are unoccupied.
- g. Do not remove or tamper with fire extinguishers at any time unless used for an emergency.

CHAPTER 4

INDIVIDUAL READINESS TRAINING

4-1 GENERAL: This chapter establishes the standards of conduct expected of students while attending theater specific Individual Readiness Training.

4-2 COURSE LENGTH: IRT is a non-MOS specific 7-day pre-mobilization course. Training is continuous during the course. Students are under the IRT Element's control.

4-3 OBJECTIVES: The Individual Readiness Training (IRT) is designed to offer deploying USAREUR Non-Divisional assigned Active, Reserve, National Guard Soldiers , DA Civilians and Contract Employees Theatre Specific training. The training involves classroom instruction, demonstrations, weapons live fire qualification and situational training exercises in a field environment.

APPENDIX A

MANDATORY PACKING LIST FOR ALL IRT PERSONNEL

TO INCLUDE CIVILIANS (if issued the items listed)

PURPOSE: Describe the minimum required items to be brought to the IRT training site for each individual attending IRT.

ITEM	QTY	REMARKS
Rucksack w/frame	1 ea.	
Bag, duffle	1 ea.	Additional as needed
Bag, waterproof	1 ea.	
DCU/BDU, complete	2-3 sets	As required for 7 days
Helmet, Kevlar w/cover and band	1 ea.	
Load Bearing Vest/Equipment, complete	1 ea.	
Canteen w/cover and cup	2 ea.	
Case, Small Arms	2 ea.	LBE only
Case, First Aid w/field dressing	1 ea.	
Mask, Protective	1 ea.	w/inserts if applicable
Vest, Flak/IBA	1 set	
Parka, Gortex	1 ea.	Or Field Jacket
Pants, Gortex	1 ea.	Or Pants, Cold Weather
Parka, Wet Weather	1 ea.	Optional if Gortex Parka packed
Pants, Wet Weather	1 ea.	Optional if Gortex Pants packed
Liner, Field Jacket	1 ea.	Seasonal (OCT-MAR)
Boots, Combat Leather/Desert Suede	1 pr.	
Boots, Cold Weather	1 pr.	Seasonal (OCT-MAR)
Overshoes, Wet Weather	1 pr.	
Gloves, Black leather w/inserts	1 pr.	
Balaclava (black ski-mask)	1 ea.	Seasonal (OCT-MAR)
Top, Polypropylene	1 ea.	Seasonal (OCT-MAR)
Bottoms, Polypropylene	1 ea.	Seasonal (OCT-MAR)
Gaiter, Neck or Scarf, Wool	1 ea.	Seasonal (OCT-MAR)
Cap, BDU/DCU or Boonie	1 ea.	As appropriate
Socks, Wool (black or green)	7 prs.	As required for 7 days
Underwear	7 prs.	As required for 7 days

Brassiere (FEMALES)	3 ea.	As required for 7 days
T-Shirt, Brown	7 ea.	As required for 7 days
Towel, Brown	1 ea.	
Washcloth, Brown	1 ea.	
Bag, Sleeping, complete	1 ea.	
Flashlight w/batteries	1 ea.	
Bag, Barracks	1 ea.	
Shoes, Shower	1 pr.	
Uniform, Physical Fitness, complete	1 set	Optional
Socks, White cotton	1-2 pr.	Optional
Cap, Black	1 ea.	Optional
Belt, Reflective (PT)	1 ea.	Optional
Shoes, Running	1 pr.	Optional
Pillow	1 ea.	Optional
Kit, Boot shine/care	1 ea.	
Kit, Personal Hygiene	1 kit	As needed
Lock, Combination or Key	2 ea.	
Clothing, Civilian	1 set	Optional
Personal Items		Optional
Weapons Cleaning Kit	1 kt	

LAUNDRY FACILITIES ARE AVAILABLE BUT STUDENTS SHOULD BRING SUFFICIENT CLOTHING TO MEET A 7-DAY REQUIREMENT.

APPENDIX B

EMERGENCY INFORMATION FOR FAMILIES

TELEPHONE DIRECTORY

DIALING INSTRUCTIONS: From any military DSN, and when dialing from any civilian phone, you must dial the Grafenwoehr civilian prefix 09641-454 or 09641-83, then the last four digits. When calling from Grafenwoehr local area only dial 83 or 454, then the last four digits.

TO CALL:

From the USA to Germany (474 prefix).....011-49-9641-454-XXXX
From the USA to Germany (475 prefix).....011-49-9641-83-XXXX
From Germany to the USA001-Area Code XXX-XXXX

PHONE NUMBERS:

Operations OIC.....474-2361
Operations NCO.....474-2362
1SG474-2364
Admin / Training.....474-2369
IRT Element SDNCO.....474-2368
American Red Cross.....475-1760/8330
Army Community Service.....475-8371/1741
Army Emergency Relief.....475-6138/7157
Army Post Office.....475-6128
Barber Shop.....09641-470
Beauty Shop.....09641-2814
Chapel Annex.....475-1370/6502
Child Development Center.....475-6232
Dental Clinic.....475-1720
Dispensary.....475-7152
Finance Office.....475-1730
GTA Military Police (MP's).....09641-114 or 475-8139/6319

RED CROSS: In case of an emergency or a death in the family, the IRT Element recommends that relatives notify their **local Red Cross**. Inform them of the emergency and have them forward the information to the Red Cross in Grafenwoehr, Germany or the IRT Element emergency number.

IMPORTANT: Using the above procedures will speed up the notification process.